



**Notice of Step Increment Due to Length of Service**

October 29, 2024

**MR. MIGUEL S. HONRADA JR.**

Philippine Root Crops & Research Training Center  
VSU, Visca, Baybay, Leyte

Dear Mr. Honrada:

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1 s. 2012 dated September 3, 2012, implementing item (4)(d) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, your salary as **Administrative Aide I** is hereby adjusted effective July 1, 2024 as follows:

- |   |   |
|---|---|
| 1. Actual monthly basic salary as of June 30, 2024<br>(SG <u>1</u> , Step <u>1</u> )      | <b>₱ 13,530.00</b><br>(162,360.00 p.a.) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                |   |
| 3. Adjusted monthly basic salary effective July 1, 2024<br>(SG <u>1</u> , Step <u>2</u> ) | <b>₱ 13,633.00</b><br>(163,596.00 p.a.) |

The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

  
**PROSE IVY G. YEPES**  
President

Position Title: Administrative Aide I

Salary Grade: 1

Item No. FY 2024 Plantilla of Personnel: ADA1-165-2004